

17 November 1972

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT: Recommendations from Records Management Conference

1. Attached is another copy of the recommendations consolidated from those made by the four Directorates at the Records Management Conference. RAB has some action with regard to these. These actions will be identified in the subsequent sub-paragraphs:

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a. With regard to Recommendation I. C, please assign the project to a member of RAB with an initial deadline date for completion and issuance of manual of 30 June 1973.

b. If my previous letter to you on the subject of forms design is sufficient, para II. B is taken care of. If not, please prepare some guidance for the components.

c. Please have RAB initiate a staff study on the pros and cons of the establishment of a separate Career Service for Records Management Officers as noted in recommendations (III. A).

d. III. C obviously will be decided by external forces.

e. The comments applicable to para II. B also apply to III. E.

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*Copies to*

2. Many of the other recommendations are dependent upon Records Management Board action. This in turn becomes a function of the ultimate development of an Agency records system. Those recommendations dealing with the Executive Order I will discuss with you and we will determine a line of action to take.



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Special Assistant for Information Control

Attachment